

XVI. CIP INSPECTION

"SAMPLE"

BOSS CHECKLIST (INSTALLATION)

Proponent Agency is BASOPS	
UNIT INSPECTED:	DATE:
UNIT REPRESENTATIVE:	PHONE:
EVALUATOR:	PHONE:
UNIT RATING:	
Rating Criteria:	
(Items identified by the asterisk (*) on this checklist are considered critical during this evaluation.)	
o COMMENDABLE - All areas checked "YES", indications of efforts above and beyond the minimum required. No on-the-spot corrections.	
o SATISFACTORY - One area checked "NO", no recurring deficiencies.	
o MARGINAL SATISFACTORY - Two areas checked "NO", no findings indicating serious systemic problems or negligence.	
o UNSATISFACTORY - Three or more critical items checked "NO". One or more recurring critical deficiencies from previous inspection. Evidence of serious systemic problems or negligence.	
NOTE: Evaluators using this checklist are encouraged to note areas not specifically covered but which may need future attention. Such notes will not be used as a basis for determining the unit rating.	
BOSS PROGRAM	
1. Is the BOSS office adequate, neat, clean, and furnished consistent with available facilities?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA
2. Are there sufficient signs throughout to identify the location of the BOSS office?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA
3. Is the BOSS office centrally located and convenient for the majority of personnel?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA

GARRISON COMMANDER'S RESPONSIBILITIES			
4. Does the installation have an enlisted BOSS coordinator position?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
5. Did the Garrison Commander appoint a MWR program advisor to assist single Soldiers with BOSS program operations and training?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
6. Did the Garrison Commander appoint someone (Installation BOSS President) to develop and publish standing operating procedures for the installation BOSS program to include designated meeting space?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
7. Does the Garrison Commander ensure education and training on the BOSS program is given to military and civilian leadership?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
8. Does the Garrison Commander ensure that a BOSS committee meets on a monthly basis?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
9. Does the Garrison Commander monitor or resolve single Soldier issues?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
10. Does the Garrison Commander forward all issues that cannot be resolved to higher headquarters?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
11. Does the Garrison Commander provide feedback to single Soldiers on status of issues forwarded to higher headquarters?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
12. Does the Garrison Commander send an installation headquarters command representative to meet with the BOSS committee on a quarterly basis regarding the overall status of the program?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
13. Does the Garrison Commander provide a single Soldier representative to sit on installation committees such as AAFES committee and the installation MWR committees?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
14. Does the Garrison Commander review the minutes from the BOSS meeting?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
COMMAND SERGEANT MAJOR RESPONSIBILITIES			
15. Does the CSM develop methods for single Soldiers to surface issues?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
16. Did the CSM establish unit BOSS committees if appropriate?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA
17. Does the CSM provide time for single Soldiers to attend meetings?			
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO <input type="checkbox"/> NA

18. Does the CSM ensure single Soldiers are informed about BOSS related activities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
INSTALLATION BOSS COMMITTEE			
Installation BOSS President			
19. Does the BOSS President ensure a record of all single Soldier issues are maintained, tracked, and reported?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
20. Does the BOSS President plan, preside over, and facilitate installation level BOSS meetings?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
21. Does the BOSS President ensure the meeting minutes, with attendance figures, are prepared and forwarded to the installation commander for approval?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
22. Does the BOSS President ensure an installation ledger of BOSS program revenue and expenses is maintained?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
23. Does the BOSS President supervise all installation BOSS sub-committees?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
24. Does the BOSS President provide information about and education of the BOSS program as requested?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
25. Does the BOSS President report issues, concerns or special requests to the installation commander through installation CSM?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
Installation BOSS Vice President			
26. Does the BOSS Vice President assume the duties of the president in his or her absence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
Installation BOSS Secretary			
27. Does the BOSS Secretary assume the duties of the president or vice president in their absence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
28. Does the BOSS Secretary record and prepare minutes of BOSS committee meetings?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA
Installation BOSS Treasurer			
29. Does the BOSS Treasurer maintain and verify the financial condition with MWR program manager?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA

30. Does the BOSS Treasurer prepare and render financial reports at meetings, as needed?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA
31. Is the BOSS Treasurer responsible for cash controls at all events where money is involved?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA
BOSS Publicity	
32. Is the BOSS program included as part of the newcomer orientation?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA
33. Are BOSS posters and displays featured at all locations frequented by enlisted personnel?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA
34. Does the command publicize the BOSS program and BOSS related activities?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA
ADMINISTRATION	
35. Does the BOSS representative have the required regulations on hand?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA
36. Does the BOSS representative maintain a file system IAW Army Records Management System (ARMS)?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA
37. Does the BOSS program have an annual budget on file IAW 608-04-1?	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> NA
REMARKS	
<u>BOSS CHECKLIST (BRIGADE / BATTALION / UNIT)</u>	
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SELECTION, ASSIGNMENT, UTILIZATION OF BOSS REPRESENTATIVES
4. Does the command have a BOSS representative appointed in writing?
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
5. Does the command have an alternate BOSS representative appointed in writing?
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
6. Does the command have a BOSS committee?
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
7. Does the command provide adequate time for single Soldiers to attend meetings?
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
8. Does the BOSS representative attend all scheduled meetings?
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA

